

Message Text

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COMMERCE:DSULLIVAN

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FM SECSTATE WASHDC

TO AMEMBASSY OTTAWA

AMCONSUL HALIFAX

AMCONSUL VANCOUVER

UNCLAS STATE 030753

E.O. 11652: N/A

TAGS: BCOM

SUBJECT: TRAINING PROGRAM FOR FOREIGN SERVICE ECONOMIC/
COMMERCIAL LOCALS

REFERENCE: STATE 032548

1. THE DEPARTMENT OF STATE AND COMMERCE EXTEND THEIR
CONGRATULATIONS TO THE FOLLOWING EMPLOYEES WHO HAVE BEEN
SELECTED FOR THE 1976 ECONOMIC/COMMERCIAL LOCALS TRAINING
PROGRAM: PATRICIA A. ALLARDYCE, BRENDA MARRIOTT, HELEN
MCVEIGH.

2. THE FORMAL PROGRAM WILL BEGIN ON APRIL 5, 1976 AND
FINISH ON APPROXIMATELY MAY 13, 1976. EMPLOYEES SHOULD
MAKE ARRANGEMENTS TO ARRIVE IN WASHINGTON, D.C. ON APRIL 4,
1976. EMPLOYEES WILL NOT BE MET AT THE AIRPORT.

3. THE FIRST FIVE DAYS OF THE PROGRAM WILL BE IN WASHINGTON
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THEN PARTICIPANTS WILL TRAVEL (SEPARATELY) THROUGHOUT THE

U.S. ON SCHEDULES ARRANGED BY FSI AND DEPARTMENT OF COMMERCE, FOLLOWED BY A BRIEF RETURN TO WASHINGTON, D.C. FOR DEBRIEFING SESSIONS.

4. PLEASE ADVISE ACTUAL ARRIVAL DATE IMMEDIATELY, SO THAT HOTEL RESERVATIONS (SINGLE ROOM WITH BATH) CAN BE CONFIRMED AT THE PICK LEE HOTEL, 15TH AND L STREETS, N.W., FOR 29 DOLLARS PLUS TAX PER DAY. THESE ACCOMMODATIONS ARE CONVENIENTLY LOCATED.

5. EMPLOYEES SELECTED SHOULD BE GIVEN A COMPLETE MEDICAL EXAMINATION INCLUDING X-RAY BEFORE VISAS ARE ISSUED. POSTS ARE REQUESTED TO PAY PARTICULAR ATTENTION TO THIS POINT AS THE U.S. SCHEDULE IS DEMANDING. ANY CANDIDATES DISQUALIFIED DUE TO HEALTH PROBLEMS THIS YEAR WILL BE GIVEN PRIORITY FOR SELECTION IN NEXT COURSE.

6. FISCAL DATA AND AUTHORIZATIONS WILL FOLLOW IN CABLE FROM FSI BUDGET OFFICE. EMPLOYEE WILL BE ON ACTUAL SUBSISTENCE DURING TRAINING PERIOD, NOT TO EXCEED THE PUBLISHED RATES PER LOCATION. POSTS SHOULD PURCHASE ROUND TRIP TICKET SINCE TRAVEL WAS COMPUTED ON THAT BASIS. TRAINEES ARE TO BE REMINDED THAT EXEMPTION FROM U.S. INCOME TAX LIABILITY IS GRANTED FOR A STAY IN THE U.S. FOR 90 DAYS FOR ALIEN VISITORS HOLDING B-L 1 VISAS. EMPLOYEES WISHING TO SPEND ADDITIONAL TIME IN THE U.S. IN LEAVE STATUS MUST PLAN FOR DEPARTURE WITHIN A TOTAL OF 90 DAYS FROM DATE OF ARRIVAL OR BE SUBJECT TO TAX OF APPROXIMATELY 30 PERCENT OF TAXABLE INCOME EARNED WHILE HERE. (REFER TO SECTION III OF "U.S. TAX GUIDE FOR ALIENS" OR CA-13650 OF 6/29/66 CONCERNING INCOME TAX LIABILITY OF LOCAL EMPLOYEES IN TRAINING IN THE U.S.).

7. EMPLOYEES SHOULD BRING THEIR FULL REPEAT FULL SUBSISTENCE ALLOTMENT WITH THEM, PREFERABLY IN TRAVELERS CHECKS. EMPLOYEES SHOULD NOT EXPECT TO BE ABLE TO CASH PERSONAL OR THIRD PARTY CHECKS WHILE IN THE U.S., EXCEPT AT BANKS WHERE THEY HAVE ACCOUNT. EMPLOYEES SHOULD BRING 5 EXTRA BLANK GTR'S WITH THEM. EMPLOYEES PLANNING PERSONAL PURCHASES (CLOTHING, GIFTS, ETC.) IN THE U.S.

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SHOULD BE ADVISED THAT SUBSISTENCE DOES NOT COVER THIS TYPE OF EXPENSE.

8. AS SOON AS EMPLOYEE'S FLIGHT RESERVATIONS ARE CONFIRMED, POSTS ARE REQUESTED TO SUBMIT BY TELEGRAM THE FOLLOWING:
A) DATE AND TIME OF DEPARTURE FROM POST, B) AIRLINE NAME, FLIGHT NUMBER, ESTIMATED DATE AND TIME OF ARRIVAL AT U.S. PORT OF ENTRY; C) AIRLINE NAME, FLIGHT NUMBER, ETA WASH-

INGTON, D.C.; D) EXACT COST AND COVERAGE OF AIRLINE TICKETS
ISSUED; E) AMOUNT OF SUBSISTENCE ADVANCED.

9. TRAVELERS SHOULD COME PREPARED FOR SPRING TEMPERATURE
VARIATIONS ACROSS THE U.S. (TOP COAT, SWEATERS, ETC.)

10. PARTICIPANTS CAN EXPECT TO BE REQUESTED, BY U.S.
BUSINESS GROUPS AND OTHERS TO GIVE SHORT BRIEFINGS ON
THEIR RESPECTIVE POST ECONOMIES AND BUSINESS CLIMATE.
THEREFORE, POSTS SHOULD ENSURE THAT PARTICIPANTS ARE
FAMILIAR WITH RELEVANT DATA, MATERIALS, AND OTHER INFORMA-
TION, AND ARE PREPARED TO GIVE SUCH BRIEFINGS AND PARTICI-
PATE IN RELATED DISCUSSIONS.

11. PROVIDE ASAP PHOTOGRAPHS AND SHORT BIOGRAPHIC SKETCH
OF NOMINEE. AT SAME TIME POSTS SHOULD IDENTIFY SPECIFIC
HIGHLY MARKETABLE PRODUCTS, IN ADDITION TO INDUSTRY
INTERESTS, FOR USE IN DESIGNING APPROPRIATE ITINERARY.
POSTS SHOULD BE SURE THAT PARTICIPANT IS ADEQUATELY BRIEFED
ON WHAT FACTORS SHOULD BE OBSERVED DURING INDUSTRY VISITS
TO ENHANCE POST ACTIVITIES. IT WOULD ALSO PROVE USEFUL FOR
PARTICIPANTS TO IDENTIFY SPECIALIZED TOPICS (IF ANY)
ABOUT WHICH THEY CAN BRIEF U.S. INDUSTRY FOR BANKING
REPRESENTATIVES OR COULD DISCUSS IN COMMERCE DISTRICT
OFFICE SEMINARS. (REFERENCE PARAGRAPH 10).

12. INFORMATION REQUESTED IN PARAGRAPHS 10 AND 11 SHOULD
BE RECEIVED BY MARCH 1. SISCO

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Margaret P. Grafeld
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